



भारतीय जीवन बीमा निगम
LIFE INSURANCE CORPORATION OF INDIA

Sales Training Centre, 2nd floor, "Jeevan Parkash" Bldg., Model Town Road, Jalandhar-144001
Ph:0181-2453242, Fax:0181-2459554, -mail:stc.jalandhar@licindia.com

INSTRUCTIONS TO THE BIDDER

Providing Lodging Facilities to Trainees coming to Sales Training Centre, LIC of India, Jalandhar.

All the bidders are hereby requested to note the following before submitting their tender for above:

A. The minimum requirements are as under:

1.	Lodging/ Hotel Room/Guest House: Minimum 10 AC Rooms of 2 bedded on Twin sharing basis. The Rooms consisting – Attached bathroom & toilet, two separate single cots with Mattress and pillows, Two chairs, one mirror, two almirahs/wardrobes, mosquito repellent, running hot and cold water facility round the clock, drinking water facility in Jug and Tumblers, daily cleaning, mopping and cleaning of toilets and removal of garbage etc. change of bed linens, pillow covers on alternate days.
2.	Please note that the requirement of the rooms will be intimated by 11.00 am on the days of training.
3.	Rates quoted shall be (inclusive of all taxes) valid for Three Years.

(B) Other terms and Conditions:

1. The Bids shall be under **TWO BID** system (**Technical & Financial**) as per the Enclosed forms including NEFT forms (Bidder has to submit NEFT forms along with cancelled cheque.)
2. The Tender Forms may be collected between **15.02.2016 to 01.03.2016 between 10.30 am to 2.30 pm** on full working days and 10.30 am to 12.00 pm on Saturdays in person **by remitting Rs.100/-** (rupees one hundred only) non-refundable from the Administrative Officer, STC, LIC of India Divisional Office Jalandhar–144001
3. Last date for submission of duly filled in and signed and sealed tender forms to our office at above address is on **02.03.2016**.
4. Technical Bid shall be opened on **03.03.2016 at 4.30 pm**.
5. On the basis of Technical Bids, our Committee members will visit all Hotels/Guest Houses and make a panel of suitable Hotel/Guest House and the Financial Bid will be opened only in case of Hotel/Guest House found suitable by the Committee.
6. The successful bidder has to deposit **Security Deposit of Rs.10,000/- (refundable)** with LIC of India (which do not carry any interest) and has to enter in

to a formal contract, which has to be registered and registration charges shall be borne by the bidder.

7. Tenders should be filled with neat, legible and correct entries. Indistinct figures should be avoided. The amount/rates should be filled in figures as well as words. Correction/omission/overwriting/ cutting should be dated and initialed. If there is difference in words and figures, the rates written in words shall be taken for consideration.

8. LIC of India reserves the right to accept or reject any or all offers in full/part without assigning any reason what so ever.

9. Submission of filled in tender forms:

a. **Cover-I:** Technical Bid & Instructions to Bidder duly signed with seal.

b. **Cover-II:** Financial Bid duly signed with seal.

c. **Cover-III:** Containing all above two covers and super scribed as

“TENDER FOR LODGING FOR SALES TRAINING CENTRE, LIC OF INDIA JALANDHAR 2016”

*Cover-III as above shall be addressed to :

**The Administrative Officer,
Sales Training Centre, LIC of India,
2nd Floor, ‘Jeevan Parkash’ Bldg.,
Model Town Road, Jalandhar City-144001**

**Principal
STC-Jalandhar**

Declaration:

I here by certify that I have read, understood and agree and abide by all the terms & conditions laid down in page no. 1 & 2 of this document “Instructions to Bidder” which shall form as part of the contract.

Date:.....

Signature of Vendor/Bidder
(with seal)